

## APPENDICES AND ATTACHMENTS

### **Commentary:**

*The appendices contained herein are intended to assist in the preparation of required applications and documents. They are advisory in nature and not mandatory, and are not a part of this Ordinance. They may be changed in response to changes in City, County, or State laws. The information set forth in these appendices may also change as submittal requirements change or when additional information is required due to the nature or complexity of a development. Prior to using any of the information set forth in the appendices, it should be verified with the Community Development Department that they are still applicable.*

- A. Decision-Making Bodies, Administrative Agencies and Relevant Individuals
- B. Standard Language for Irrevocable Letter of Credit
- C. Standard Language and Certificates for Final Plats
- D. Standard Language for Municipal Easements and Public Utility Easements
- E. Standard Language for Drainage, Storm Water, and Wetland Maintenance
- F. Standard Development Review Application
- G. Standard Public Hearing Notice
- H. Statement on Natural Landscaping
- I. Conservation Subdivision Design
- J. Conservation Concepts for Development and General Principles of Soil Erosion and Sediment Control
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- K. Sample Rezoning/Special Use Permit Petition
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- N. Preliminary Plat Submittal Content Requirements
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  - Existing Conditions Map
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  - Final Engineering Plan and Report Content
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## **Appendix A: DECISION-MAKING BODIES, ADMINISTRATIVE AGENCIES, AND RELEVANT INDIVIDUALS**

The following elected and appointed bodies, administrative agencies, and relevant individuals are involved in different aspects of Woodstock's development review process. The membership standards, powers, and duties of each of these bodies, agencies, and individuals are set forth in the Woodstock City Code and/or determined by the City Manager, or in the respective ordinances, laws, and policies of the elected or appointed body or agency, which is the final authority in establishing such membership standards, powers, and duties. The following sections provide a summary of the role that these elected and appointed bodies, administrative agencies, and individuals play in the development review process. These sections are not part of this Ordinance, but are provided as commentary and for informational purposes.

### **Mayor and City Council**

The individuals, including the Mayor, who sit as the City Council comprise the elected governing body of the City of Woodstock. The Council typically meets on the first and third Tuesdays of each month. Meetings are held at 7:00 p.m. in the City Hall Council Chambers at 121 West Calhoun Street. The Council discusses and decides on all matters pertaining to City policy, including development proposals at both the preliminary and final stages. Final approval of rezoning and special use petitions, preliminary plans and final plats, variations, annexations, and similar land use and development activities, as provided for in this Ordinance, are under the City Council's jurisdiction regarding their approval or denial.

### **Plan Commission**

The Plan Commission is comprised of nine individuals appointed by the Mayor with the consent of the City Council. The Commission makes recommendations to the City Council regarding rezonings, special use permits, planned unit developments, and subdivisions. The Commission also reviews and makes recommendations regarding amendments to Woodstock's zoning regulations and comprehensive plan. It is also responsible for holding required public hearings on a variety of land use matters. Although its function is largely advisory, the Commission has the authority to approve final plats of subdivision. The Commission typically meets on the fourth Thursday of each month.

### **Parks and Recreation Commission**

The Parks and Recreation Commission provides guidance and recommendations to the City Council concerning park and recreation facilities and program needs. When new residential developments are proposed, such as subdivisions and planned units developments, the Commission provides input regarding whether park land, cash in lieu of land, or a combination thereof should be provided in fulfillment of the City's park impact fee obligations.

### **Zoning Board of Appeals**

The Zoning Board of Appeals hears petitions for variations from the requirements of the City's zoning regulations. If there is disagreement regarding how these regulations are interpreted by the City Administration, the Board will determine whether said interpretation is valid. The Board holds required public hearings pertaining to zoning variations and provides a recommendation to the City Council regarding a variation petition. The Board meets on the second Monday of each month as necessary. Special meetings may be called in order to address specific items or to provide additional time in which to consider a variation or interpretation submittal.

### **Project Review Commission**

The Project Review Commission functions as an architectural and site review appeals body for the City. Non-residential building activity, as well as multi-family construction activity with three or more dwelling units, is subject to design approval by the Community and Economic Development Department. Any appeals of its decisions are heard by the Commission. The Commission is also responsible for holding public hearings required when a variation from Woodstock's sign regulations is requested. The Commission meets on the third Thursday of each month as needed.

### **Historic Preservation Commission**

The Historic Preservation Commission reviews major projects proposed within the City's "Historic Downtown Preservation Business District", as well as other historic districts in the City, for historic integrity and compatibility. The Commission's jurisdiction applies to all structures within a historic district, including single family detached homes. It is also responsible for issuing "Certificates of Appropriateness" for all building activity, including demolition, new construction, and remodeling. The Commission meets on the first Monday of each month as needed.

### **Environmental Commission**

The Environmental Commission is responsible for preparing the City's environmental plan, which includes identification of open spaces, including municipal parks and identified conservation areas, wetlands, and water recharge areas, and forests.

### **Transportation Commission**

The Environmental Commission advises the City Council on select aspects of transportation within the City. It is also responsible for preparing a transportation plan, including the identification of Illinois routes, alternative and regional arterials, railroads, railroad crossings and overpasses, municipal pedestrian and bicycle paths, and public transportation routes.

### **City Manager**

The City Manager is responsible for the overall day-to-day functions of the City, and oversees the operations of all City departments. The City Manager's Office consists of the City Manager, the Assistant City Manager, and support staff.

### **Public Works Director**

The Public Works Director is responsible for maintaining all City utilities (water, storm water, sanitary sewer, water treatment, sewage treatment, etc.) and infrastructure, as well as issuing right-of-way opening permits and storm water management permits for any building or construction projects which involve activity in a public street or easement. The Public Works Director also oversees and participates in the review of all engineering plans submitted for development projects.

### **Community Development Director/Planning and Zoning Administrator**

The Community Development Director oversees the work of the Community and Economic Development Department, serves as liaison to the Plan Commission, represents the Department at City Council meetings, and coordinates the review of special uses, rezonings, subdivisions, planned developments, annexations, and other land use petitions, as well as the application of all applicable land use regulations.

### **City Planner**

The City Planner serves as liaison to the Project Review Commission, Historic Preservation Commission, and Zoning Board of Appeals, provides guidance and direction regarding the City's zoning regulations, as well as their interpretation and enforcement, and is also involved in reviewing proposed site plans and plans for new subdivisions and planned developments.

### **City Engineer**

The City Engineer is responsible for reviewing and approving all engineering plans submitted to the City as part of a building or development proposal. The City Engineer coordinates the review of these documents with the City's various consulting engineers and Public Works Department personnel, and participates in the review of site plans and proposed subdivisions and planned unit developments. Letters of credit and similar site improvement guarantee documents are also handled by the individual in this position.

### **Building Inspector**

The City's Building Inspectors are responsible for coordinating the plan review and inspection of all buildings and structures in the City. They also serve as liaisons to the Board of Building Construction and the Electrical Commission, and administer the City's electrical licensing program.

### **Woodstock Community Unit School District 200**

With new residential development projects, such as subdivisions and planned unit developments, a developer is required to obtain input from the School District. This input will indicate the impact of the new development on the District, the number of students that are expected to be generated, and whether the development can be accessed by school buses.

### **Woodstock Fire/Rescue District**

The Woodstock Fire/Rescue District provides emergency services to Woodstock and the surrounding community. When major developments are proposed, such as subdivisions and planned developments, input from the District regarding emergency vehicle access is requested. Input is also requested for specific building and construction projects that have a high hazard potential.

### **McHenry County Department of Planning and Development**

Occasionally development activity is proposed which is located within unincorporated McHenry County, but within the Woodstock's 1 and ½ mile planning and subdivision jurisdiction. In accordance with State law and this Ordinance, the subdividing of land within this area must be approved by both McHenry County and the City of Woodstock. Approval of well and septic systems by the McHenry County Health Department is also required of these developments. Initial contact for a development in this area is typically made to the McHenry County Department of Planning and Development.

### **McHenry County Soil and Water Conservation Service**

The McHenry County Soil and Water Conservation District provides information regarding wetlands, soil types, floodplain status, and similar environmental limitations on a parcel. With certain kinds of petitions, for example rezonings and special use permit applications, this information is required to be presented to the City. This is typically provided in the form of a Natural Resources Information Report prepared by District personnel.

**Appendix B:**  
**STANDARD LANGUAGE FOR IRREVOCABLE LETTER OF**  
**CREDIT (AND ATTACHMENTS 1 THROUGH 4)**

DATE: \_\_\_\_\_

IRREVOCABLE LETTER OF CREDIT NO.: \_\_\_\_\_

BENEFICIARY:

City of Woodstock  
Woodstock City Hall  
121 West Calhoun Street, Woodstock, IL 60098  
Attention: City Manager

APPLICANT

(Party Requesting Letter of Credit)  
(Address)

AMOUNT

USD \$ \_\_\_\_\_ (Amount)

EXPIRATION DATE: \_\_\_\_\_

The undersigned, \_\_\_\_\_ (Financial Institution), of \_\_\_\_\_ (City/State), hereby issues to the City of Woodstock, 121 West Calhoun Street, Woodstock, Illinois 60098 (the "City"), this irrevocable Letter of Credit in the initial amount of \$ \_\_\_\_\_, which amount is subject to reduction in accordance with the provisions hereof, and which amount, as in effect on the date hereof or as so reduced hereafter, is hereinafter referred to as the "Stated Amount". The undersigned represents and warrants that the undersigned has full power and authority to issue this Letter of Credit, and that all conditions precedent to the issuance of the Letter of Credit have been satisfied.

1. DRAWS. Credit may be drawn by the City by means of presentation to the undersigned of the City's sight draft substantially in the form of Attachment 1. Draws on said Letter of Credit must also be accompanied by the certificate of the City substantially in the form of Attachment 2 certifying either: (1) that said Letter of Credit is about to expire and has not been renewed; or (2) that work has not been completed in accordance with the plans, specifications and agreements (including any amendments thereof) for the following project (the "Project"):

(Project Description)

Draws in an amount less than the Stated Amount are permitted. There is no limit on the number of draws the City may take under this Letter of Credit.

2. REDUCTION OF STATED AMOUNT. The Stated Amount may be reduced upon presentation by the City of a Certificate substantially in the form of Attachment 3. Such certificate shall be appropriately completed, and shall be delivered to the undersigned at the address above. Upon receipt of the certificate, the undersigned shall immediately issue an amendment to this Letter of Credit noting the reduced amount of the Letter of Credit.

3. AMENDMENT OF PROJECT DESCRIPTION. The Project may be amended upon presentation by the City of a Certificate substantially in the form of Attachment 4. Such certificate shall be appropriately completed, and shall be delivered to the undersigned at the address above. Upon receipt of the certificate,

the undersigned shall immediately issue an amendment to this Letter of Credit noting the amendment to the Project description relating to this Letter of Credit.

4. EXPIRATION. This irrevocable Letter of Credit shall expire on (Date/Year); provided, however, the undersigned shall notify the City, by certified mail, return receipt requested, at least 35 days prior to said expiration date, that said Letter of Credit is about to expire. In no event shall this irrevocable Letter of Credit or the obligations contained herein expire except upon said prior written notice, it being expressly agreed by the undersigned that the above expiration date shall be extended as shall be required to comply with this notice provision. Notice shall be made to City of Woodstock, 121 W. Calhoun Street, Woodstock, Illinois 60098, Attention: City Manager.

The undersigned further agrees that this irrevocable Letter of Credit shall remain in full force and effect and pertain to any and all amendments or modifications which may be made from time to time to the plans, specifications and agreements for the project, with or without notice from the City of such amendments or modifications.

5. PAYMENT. (Financial Institution) hereby undertakes and engages that all demands made in conformity with this irrevocable Letter of Credit will be duly honored and payment shall be made in immediately available funds upon presentation. If, within 10 days of the date any demand (made in conformity with this irrevocable Letter of Credit) is presented, the undersigned fails to honor same, the undersigned agrees to pay all attorney's fees, Court costs and other expenses incurred by the City in enforcing the terms of this Letter of Credit.

6. GOVERNING LAW. This Letter of Credit, and each provision hereof, shall be governed by and construed in accordance with the Uniform Customs and Practice for Documentary Credits (1993 Revision), International Chamber of Commerce, Publication No. 500 (the "Uniform Customs"). This Letter of Credit shall be deemed a contract made under the laws of the State of Illinois and shall, as to matters not governed by the Uniform Customs, be governed by and construed in accordance with such laws. The undersigned agrees that venue for any actions brought with respect to this Letter of Credit shall be in the 19<sup>th</sup> Judicial Circuit, McHenry County, Illinois.

(Name of Financial Institution)

By: \_\_\_\_\_ Its: \_\_\_\_\_

ATTEST

By: \_\_\_\_\_ Its: \_\_\_\_\_

**ATTACHMENT 1 - SIGHT DRAFT**

Dollar Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_.

At Sight of this Draft, pay to the order of City of Woodstock, Illinois, as beneficiary under the Irrevocable Letter of Credit referred to below, \$ \_\_\_\_\_ Dollars for value received.

Drawn under \_\_\_\_\_ (Financial Institution), Irrevocable Letter of Credit No. \_\_\_\_\_

To: \_\_\_\_\_  
      (Bank)  
      (Address)  
      \_\_\_\_\_

City of Woodstock, Illinois

By: \_\_\_\_\_  
      City Manager

Attention: \_\_\_\_\_

**ATTACHMENT 2 - CERTIFICATE FOR DRAWING**

The undersigned as City Manager of the City of Woodstock, Illinois (the "City"), with full authority to bind the City, as beneficiary (the "Beneficiary") under the Letter of Credit referred to below, hereby certifies, with reference to its Irrevocable Letter of Credit No. \_\_\_\_\_ issued by \_\_\_\_\_ (Financial Institution) (the "Bank"), in favor of the Beneficiary (the "Letter of Credit"), that:

- (1) the Letter of Credit is about to expire and has not been renewed;

[or, in the alternative]

- (2) work has not been completed in accordance with the plans, specifications and agreements (including any amendments thereof) for the following project:

(Project Description)

IN WITNESS WHEREOF, the Beneficiary has executed and delivered this certificate as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF WOODSTOCK, ILLINOIS

By: \_\_\_\_\_  
      City Manager

### **ATTACHMENT 3 - CERTIFICATE FOR REDUCING STATED AMOUNT**

The undersigned, the City Manager of the City of Woodstock, Illinois (the "City"), with full authority to bind the City, as beneficiary (the "Beneficiary") under the Letter of Credit referred to below, hereby certifies, with reference to its Irrevocable Letter of Credit No. \_\_\_\_\_ issued by \_\_\_\_\_ (Financial Institution) \_\_\_\_\_ (the "Bank"), in favor of the Beneficiary (the "Letter of Credit"), that:

1. Pursuant to the Agreement entered into by and between the City and \_\_\_\_\_ (Applicant) \_\_\_\_\_ (the "Company"), dated \_\_\_\_\_, 20 \_\_, the amount available to be drawn under the Letter of Credit (the "Stated Amount"), is reduced by \$ \_\_\_\_\_, and effective on your receipt hereof, the Stated Amount shall be reduced to \$ \_\_\_\_\_, and such amount shall thereafter constitute the entire Stated Amount of the Letter of Credit.
2. The undersigned hereby certifies (i) that he or she is authorized to sign this Certificate relating to the Letter of Credit on behalf of the Beneficiary, and (ii) that the Beneficiary has, with the written consent of the Company, reduced the Stated Amount of the Letter of Credit.

IN WITNESS WHEREOF, the Beneficiary has executed this certificate on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF WOODSTOCK, ILLINOIS

By: \_\_\_\_\_, City Manager

### **ATTACHMENT 4 - FORM OF CERTIFICATE FOR AMENDING PROJECT**

The undersigned, the Clerk [or Deputy Clerk] of the City of Woodstock, Illinois (the "City"), with full authority to bind the City, as beneficiary (the "Beneficiary") under the Letter of Credit referred to below, hereby certifies, with reference to its Irrevocable Letter of Credit No. \_\_\_\_\_ issued by \_\_\_\_\_ (Financial Institution) \_\_\_\_\_ (the "Bank"), in favor of the Beneficiary (the "Letter of Credit"), that:

1. Pursuant to the Agreement entered into by and between the City and \_\_\_\_\_ (Applicant) \_\_\_\_\_ (the "Company"), dated \_\_\_\_\_, 20\_\_, the description of the project as contained in paragraph 1 of the Letter of Credit shall be amended upon the undersigned's receipt of this certificate. After giving effect to the amendment, the description of the Project shall be as follows:

(Project Description)

and such Project description shall constitute the Project description for the Letter of Credit unless further amended.

2. The undersigned hereby certifies (i) that he or she is authorized to sign this Certificate relating to the Letter of Credit on behalf of the Beneficiary, and (ii) that the Beneficiary has, with the written consent of the Company, amended the Project description contained in the Letter of Credit.

IN WITNESS WHEREOF, the Beneficiary has executed this certificate on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF WOODSTOCK, ILLINOIS

By: \_\_\_\_\_  
City Manager



<b>Appendix C:</b> <b>STANDARD LANGUAGE AND CERTIFICATES FOR FINAL PLATS</b>
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**1. Owner's Certificate:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

This is to certify that the undersigned, \_\_\_\_\_ (list names) \_\_\_\_\_ is/are the owner/owners of record of the land described herein and that they have caused said lands to be surveyed, subdivided, and platted as shown on the plat hereon drawn for the uses and purposes therein set forth by the statutes of the State of Illinois and the laws of the City of Woodstock.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_, Owner

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

I, \_\_\_\_\_ a notary in and for said county in the State of Illinois, do hereby certify that \_\_\_\_\_ whose name/names are subscribed to the foregoing certification is/are personally known to me to be such owner/owners. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_ (SEAL)

**2. Owner's Certificate for Trust:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

This is to certify that \_\_\_\_\_ as trustee under Trust Agreement No. \_\_\_\_\_ dated \_\_\_\_\_, and not personally, is the owner of property described hereon and has caused the same to be surveyed, subdivided, and platted as shown on the plat hereon drawn for the uses and purposes therein set forth by the statutes of the State of Illinois and the laws of the City of Woodstock, and does hereby acknowledge and adopt the same under the style and title indicated hereon.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

I, \_\_\_\_\_ a notary in and for said county in the State of Illinois, do hereby certify that \_\_\_\_\_ who is/are personally known to me to be the same person/persons whose name/names is/are subscribed to the aforesaid instrument, appeared this day in person and acknowledged that he/they signed this document as their free and voluntary act and deed for the uses and purposes hereon set forth. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_ (SEAL)

**3. City Council Certificate:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

Approved by the Mayor and City Council of the City of Woodstock, McHenry County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

**4. Plan Commission Certificate:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

Reviewed and approved by the Plan Commission of the City of Woodstock, McHenry County, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_, Chairperson

**5. Surveyor's Certificate:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

I, \_\_\_\_\_, an Illinois Professional Land Surveyor, do hereby certify that I have surveyed, subdivided, and platted for the owner/owners thereof the following legally described property and that the plat herein drawn is a correct representation of said survey, subdivision, and plat:

(Legal Description)

I further certify that all the land included in the plat herein is within the corporate limits of the City of Woodstock, McHenry County, Illinois. I further certify that I have set all subdivision monuments and have described them on this plat as required by the Plat Act (765 ILCS 205/0.01 *et seq.*).

I further certify that the herein described property as shown is/is not located in any Flood Hazard Area as per the National Flood Insurance Program, Flood Insurance Rate Map, Community Panel Number \_\_\_\_\_, dated \_\_\_\_\_.

Dated and given under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Name: \_\_\_\_\_ (SEAL)  
Illinois Land Surveyor Number \_\_\_\_\_

**6. County Clerk Certificate**

This is to certify that I, \_\_\_\_\_, County Clerk of McHenry County, Illinois, do hereby certify that there are no delinquent general taxes, no unpaid forfeited taxes, and no redeemable

tax sales against any of the land included in this plat. I further certify that I have received all statutory fees in connection with said plat.

Given under my hand and seal in the County, at Woodstock, Illinois this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_, County Clerk

**7. Recorder's Certificate:**

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

This instrument was filed for record in the Recorder's Office of McHenry County, Illinois, on this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M. as Document No. \_\_\_\_\_.

By: \_\_\_\_\_, County Recorder

**8. Easement Language:**

See Exhibit D "Standard Language for Municipal Easements and Public Utility Easements" and Exhibit E "Standard Language for Drainage, Storm Water, and Wetland Maintenance".

**9. Surface Water Drainage Certificate:**

To the best of our knowledge and belief, the drainage of surface water will not be changed by the construction of this subdivision or any part thereof. If such surface water drainage changes occur, reasonable and adequate provisions have been made for the collection and discharge of such surface water into public or private areas and/or drains which the subdivider has a right to use, and such surface water will be planned for in accordance with generally acceptable engineering practices so that it will not be deposited on adjoining land/property in such concentration as may cause damage to the adjoining land/property because of the construction of this subdivision.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Owner: \_\_\_\_\_

Registered Professional Engineer: \_\_\_\_\_, P.E. #

**10. School District Language (may be combined with Owner's Certificate)**

The property described herein is located with in Woodstock Community Unit School District 200, McHenry County College District 528, and the Special Education District of McHenry County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner

**Appendix D:**  
**STANDARD LANGUAGE FOR MUNICIPAL EASEMENTS AND**  
**PUBLIC UTILITY EASEMENTS**

Municipal easements and/or public utility easements depicted herein are reserved for, dedicated, and granted to the City of Woodstock, an Illinois municipal corporation, and its successors and assigns, and to franchisees of any kind operating under franchises granting them easement rights from said City, for the purposes of constructing, installing, operating, inspecting, maintaining, cleaning, repairing, renewing, replacing, relocating, altering, enlarging, and removing from time to time mains, pipes, lines, conduit, wires, fibers, or other on or below ground means of transmission, and any other fixtures, equipment boxes, valves, fittings, manholes, hydrants, connections and appurtenances which provide on or below ground utility services, including but not limited to the underground transmission and distribution of radio, telephone, televisions, communications, data, other sounds and signals, electricity, gas, potable water supply and distribution, and sanitary sewerage; as well as street lighting and underground or surface storm sewer drainage and storm water conveyance, as permitted by said City in approved engineering plans for this subdivision, and without limitation, such other installations, appurtenances and additions thereto as may be required to furnish utility services as said City and franchisees may together deem necessary; together with the right to install underground the required service connections to serve the improvements of each lot (and if applicable, adjacent lots); the right to trim, keep trimmed, remove, or cut down any trees, bushes, shrubs, saplings, roots, or other vegetation as may be reasonably required that interfere or threaten to interfere with any of the aforesaid uses; and the right of personnel and equipment to enter upon the lots at all times for such purposes. These easements shall be permanent and irrevocable and shall run with the land. The location of utility services installed by said franchisees shall not conflict with or interfere with public improvements or proper drainage, and shall be subject to City approval. After installation of any utility services, the grade of the subdivided property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

No permanent structures, obstructions, or hard surfaces, such as patios, shall be erected or placed on said easements (except those structures or surfaces installed as a necessary part of providing said utility services) without the prior written consent of applicable grantees, but the same may be used for gardens, shrubs, landscaping, and other similar purposes that do not then or later interfere with the aforesaid uses or rights herein granted. However, if fences are permitted and are to be erected by any owner or owners in this subdivision within said easements, these must be placed in a location and constructed in a fashion acceptable to said City that do not interfere with the aforesaid uses or rights herein granted, and prior to erecting such fences, a fence permit must be obtained from the City of Woodstock. Upon any exercise of its rights herein, a grantee shall be permitted to remove landscaping, fences, or other permitted improvements as necessary. A grantee shall not be obligated to bear the cost of or perform the removal of said landscaping, fences, or other permitted improvements, but may require the lot owner to do so. A grantee shall restore, if applicable, at its sole expense, the ground and surface vegetation, such as turf, of the easement area to a condition as good as or better than that which existed prior to exercise. A grantee shall not be obligated to bear the cost of or perform the re-erection of fences or other permitted improvements. A grantee shall further not be obligated to replace landscaping other than surface vegetation with like kind, size, or quantity of species of plantings.

The owner of lots in this subdivision and their successors in interest, or the owners of land encompassed by said easements hereby acknowledge, understand, and agree that said easements are for the mutual benefit of the lots in this subdivision as well as the City, and that the improvements installed therein have been or will be constructed pursuant to engineering, drainage, grading, and similar plans, as the case may be, approved

by the City. The owners set forth herein, and their successor in interest, shall (1) be responsible for maintaining said easements on their respective lot and shall not alter, fill in, or excavate the area or topography within such easements, and (2) prevent such easements from becoming obstructed in any manner that may alter their purpose, including the use or growth of landscaping, gardening, or vegetation. These responsibilities along with the easements are perpetual and shall run with the land. Any owner of a lot shall have all remedies at law and equity, including but not limited to injunctive relief, to insure that these responsibilities are fulfilled by the relevant lot owner. The City of Woodstock shall have the right to inspect, enforce, or cause the inspection or enforcement of these provisions, including but not limited to removal of obstructions, restoration of drainage swales to the approved design or similar measures, and to enter or allow others to enter upon the lots at all times to do so. If drainage and detention improvements constructed within said easements are not maintained in a manner set forth by the City in the approved final engineering plans for this subdivision or parcel, the City shall have the right upon fifteen (15) days written notice to the owner of lots in this Subdivision or the owner of the subject parcel, and their successors in interest, to enter upon said subdivision and take necessary corrective action. The cost for such activity may be charged to a lot owners association, to abutting or underlying lot or parcel owners, or on a prorated basis to the said owners of all lots.

In the event that the City must bring an action at law or equity against an owner of a lot or a third party to enforce its rights herein and prevails in such action, the relevant owner or third party shall reimburse the City for the attorney's fees and other costs (including but not limited to court filing fees and court reporters) arising directly or indirectly from such action.

**Appendix E:****STANDARD LANGUAGE FOR DRAINAGE, STORM WATER, OPEN SPACE, AND/OR WETLAND MAINTENANCE**

If the City of Woodstock determines that any of the areas set aside or reserved for drainage or for storm water detention/retention, open space or wetland preservation/conservation, and/or identified as such by easement are in a state of disrepair, it shall have the right upon fifteen (15) days written notice to the property owners and/or property owner's association, served by certified mail with certificate and postage attached and prepaid, to enter upon the affected property and over, onto, or across any lot, tract, or parcel of land within the subdivision, to make necessary repairs. The City shall have and be entitled to a legally enforceable lien for the cost of such maintenance and repairs upon each lot within the subdivision. The property owner's association, and/or owner of each lot on a pro-rated basis, shall be liable for any and all costs incurred in any such work and/or repair.

The City may recover the cost of such work and/or repairs, by the foreclosure of its lien, and shall also be entitled to recover its costs and attorney's fees. The performance of any work by the City on any parcel dedicated for storm water detention or retention or other public purpose shall not constitute acceptance of such areas as public property nor be deemed to be a tacit dedication thereof.

In the event that the City must bring an action at law or equity against an owner of a lot or a third party to enforce its rights herein and prevails in such action, the relevant owner or third party shall reimburse the City for the attorney's fees and other costs (including but not limited to court filing fees and court reporters) arising directly or indirectly from such action.

Said areas set aside for or reserved for drainage or for storm water detention/retention, open space, or wetland preservation/conservation, are subject to an easement which is hereby dedicated to the City of Woodstock. Land disturbing activities or activities which are disruptive or that have the potential to damage and/or disrupt the purpose and function of the land encumbered by and contained within said easement, are prohibited and may not occur within the boundaries of such easement except as authorized and allowed by the City of Woodstock or its designated representative. Motor vehicles, including but not limited to automobiles, snow mobiles, all-terrain vehicles, motorcycles, or motorized bicycles, are prohibited except as otherwise allowed herein.

<b>Appendix F: STANDARD DEVELOPMENT REVIEW APPLICATION</b>
--

**CITY OF WOODSTOCK  
DEVELOPMENT REVIEW APPLICATION**

DATE:

PROJECT NAME:

REQUESTED REVIEW (check applicable items):

- |  |  |
|--|--|
| <input type="radio"/> Discussion Item    | <input type="radio"/> Planned Unit Development |
| <input type="radio"/> Variation          | <input type="radio"/> Subdivision              |
| <input type="radio"/> Annexation         | <input type="radio"/> Other (list) _____       |
| <input type="radio"/> Rezoning           | _____  |
| <input type="radio"/> Special Use Permit | _____  |

PROJECT TYPE:        Residential, Commercial, Industrial, Institutional, Public

PROJECT LOCATION:

PROJECT DESCRIPTION:

PROPERTY OWNER (name, address, and phone number - if ownership is held in trust, a statement indicating the name and beneficial interest of such trust must be attached):

APPLICANT (contact person, business name, address, and phone number):

STATEMENT OF APPLICANT'S INTEREST:

ATTORNEY (name, address, and phone number):

ENGINEER (name, address, and phone number):

OWNER'S SIGNATURE:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

APPLICANT'S SIGNATURE:

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

**Exhibit G:**  
**STANDARD PUBLIC HEARING NOTICE**

**NOTICE OF PUBLIC HEARING**

The public is hereby notified that the City of Woodstock City Council, Plan Commission, Zoning Board of Appeals, Project Review Commission, or Historic Preservation Commission will conduct a public hearing on Monday/Tuesday/Thursday, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 7:00 p.m. in the City Hall Council Chambers (2nd Floor) at 121 West Calhoun Street, Woodstock, Illinois.

The hearing will be in regard to a petition for a proposed

- zoning text amendment
- zoning interpretation
- rezoning
- zoning variation (**See Appendix L**)
- sign variation
- special use permit
- planned unit development
- annexation agreement
- other: \_\_\_\_\_

The petition which is the subject of the public hearing has been filed by \_\_\_\_\_  
\_\_\_\_\_ and pertains to:

insert description of request and, if applicable, relevant  
chapters or sections of the Unified Development Ordinance

The requested hearing pertains to property generally located \_\_\_\_\_ (insert common street address or  
addresses) \_\_\_\_\_ and owned by \_\_\_\_\_. Said property has the following  
property index number ("PIN") or numbers: \_\_\_\_\_.

A copy of the petition or request, or item which is the subject of this public hearing is on file and available for public viewing at Woodstock City Hall. Anyone wishing to comment may attend the meeting and be heard. Written comments may be submitted to the Community Development Department at City Hall on or before 5:00 p.m. on the day of the hearing, or during the hearing and prior to its close.

/s/ \_\_\_\_\_, City Clerk

For publication on: \_\_\_\_\_, 2\_\_\_\_\_.

*Amended 5-15-2012 by Ordinance Number 12-O-29.*



## **Appendix H:**

### **STATEMENT ON NATURAL LANDSCAPING**

Natural landscaping is the design, construction, and maintenance of landscapes that provide beneficial natural functions which are typically lost through the installation of conventional lawns or agriculture. Natural landscaping stresses the preservation and reintroduction of plants native to the Woodstock and northern Illinois area. Native plants are hardy and attractive, and can be used to stabilize soil, reduce flooding, absorb pollutants, and sustain wildlife.

Within the City of Woodstock the use of natural plant materials for landscaping is encouraged. The City recognizes the importance of the preserving and restoring natural plant communities and places significant emphasis on the protection and enhancement of these communities within Woodstock's boundaries.

When new development is proposed, the establishment of native plant species is recommended for placement in drainage swales, at the perimeter of detention basins, within areas designated for and reserved as open space, within buffer and transitional areas between different uses, and at the edge of streams, lakes, and wetlands.

The establishment of natural areas must include short and long term management for both routine and remedial maintenance. The maintenance responsibility should be set forth as part of an agreement between the property owner or the homeowner's association and the City so that the City has a record of who is responsible for such maintenance. Such an agreement should be a condition of development approval. Among the approaches to managing natural areas are:

- Natural areas may be dedicated to the City or other public agency such as the McHenry County Conservation District.
- A homeowner's association may take possession of the natural area and assume responsibility for its maintenance.
- A conservation easement may be granted to the City or other governmental agency, or to a not-for-profit group whose primary purpose is to maintain the natural area.
- The owner may continue to own the natural area.

In order to facilitate the maintenance of natural areas, the City may use a Special Service Area (SSA) which provides funding if the owning entity is unable to properly manage the natural area over time.

Additional information on natural landscaping and its long term ownership and maintenance can be found in Chapter 8B.

## Appendix I: CONSERVATION SUBDIVISION DESIGN

### Conservation Subdivision Design A Four-Step Process

Designing subdivisions around the central organizing principle of land conservation is not difficult. However, it is essential that ordinances contain clear standards to guide the conservation design process. The four-step approach described below has been proven to be effective in laying out new full-density developments where all the significant natural and cultural features have been preserved.

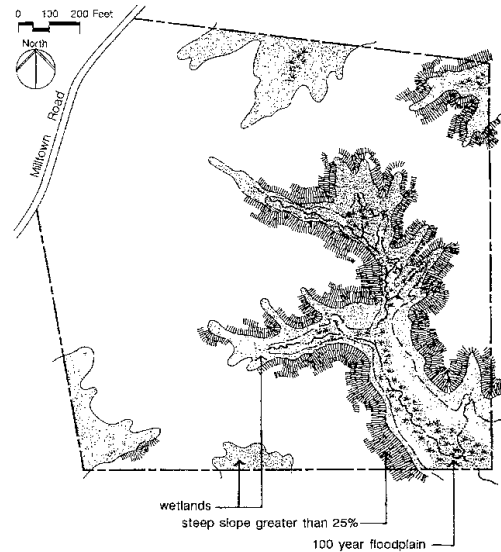
**Step One** consists of identifying the land that should be permanently protected. The developer incorporates areas pre-identified on the community-wide *Map of Potential Conservation Lands* and then performs a detailed site analysis in order to precisely locate features to be conserved. The developer first identifies all the constrained lands (wet, floodprone, and steep), called *Primary Conservation Areas* (Figure 13). He then identifies *Secondary Conservation Areas* (Figure 14) which comprise noteworthy features of the property that are typically unprotected under current codes: mature woodlands, greenways and trails, river and stream corridors, prime farmland, hedgerows and

individual free-standing trees or tree groups, wildlife habitats and travel corridors, historic sites and structures, scenic viewsheds, etc. After “greenlining” these conservation elements, the remaining part of the property becomes the *Potential Development Area* (Figure 15).

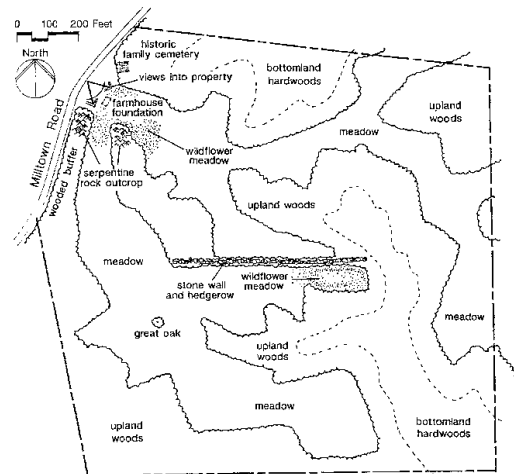
**Step Two** involves locating sites of individual houses within the Potential Development Area so that their views of the open space are maximized (Figure 16). The number of houses is a function of the density permitted within the zoning district, as shown on a *Yield Plan* (Figure 6). (In unsewered areas officials should require a 10 percent sample of the most questionable lots—which they would select—to be tested for septic suitability. Any lots that fail would be deducted and the applicant would have to perform a second 10 percent sample, etc.)

**Step Three** simply involves “connecting the dots” with streets and informal trails (Figure 17), while **Step Four** consists of drawing in the lot lines (Figure 18).

This approach reverses the sequence of steps in laying out conventional subdivisions, where the

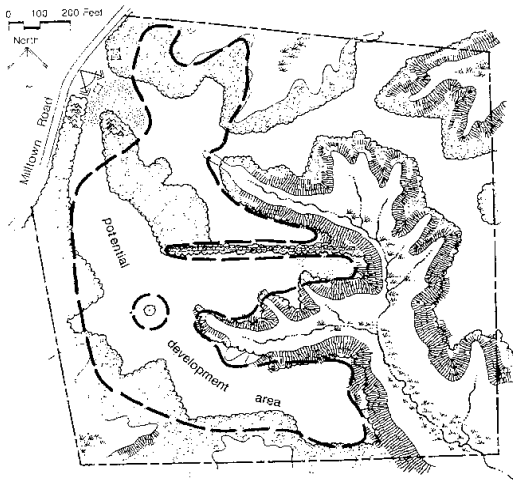


**Figure 13** STEP ONE, Part One  
Identifying Primary Conservation Areas

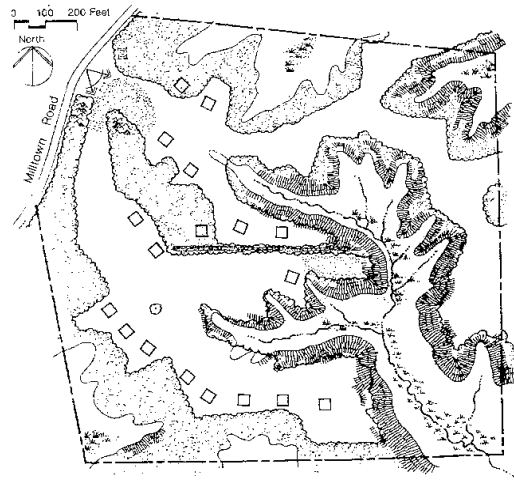


**Figure 14** STEP ONE, Part Two  
Identifying Secondary Conservation Areas

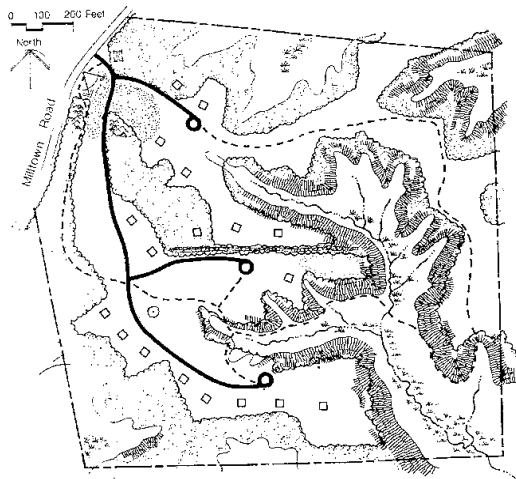
Typically unprotected under local codes, these special features constitute a significant asset to the property value and neighborhood character. Secondary conservation areas are the most vulnerable to change, but can easily be retained by following this simple four-step process.



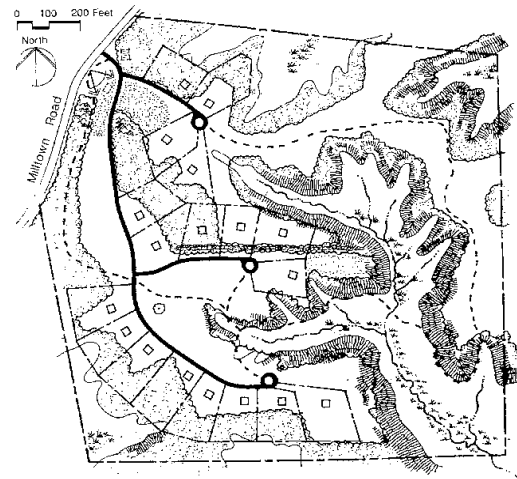
**Figure 15** STEP ONE, Part Three  
Potential Development Areas  
for Options 1, 2, and 5



**Figure 16** STEP TWO  
Locating House Sites



**Figure 17** STEP THREE  
Aligning Streets and Trails



**Figure 18** STEP FOUR  
Drawing in the Lot Lines

subdivisions where the street system is the first thing to be identified, followed by lot lines fanning out to encompass every square foot of ground into houselots. When municipalities require nothing more than “houselots and streets,” that is all they receive. But by setting community standards higher and requiring 50 to 70 percent open space as a precondition for achieving full density, officials can effectively encourage conservation subdivision design. The protected land in each new subdivision would then become building blocks that add new acreage to community-wide networks of interconnected open space each time a property is developed.

From: Growing Greener – Putting Conservation Into Local Codes, Natural Lands Trust, Inc., November 1997, [www.natlands.org](http://www.natlands.org)

## **Appendix J:**

### **CONSERVATION CONCEPTS FOR DEVELOPMENT and GENERAL PRINCIPLES OF SOIL EROSION AND SEDIMENT CONTROL**

#### **(A) - Conservation Concepts for Development**

- Encourage common open space (a common area without property lines and managed by professionals contracted by a homeowner's association). Common areas may also protect rivers, lakes, streams, wetlands, wildlife, and water quality.
- Surface and groundwater quality. Minimize impacts of runoff by using best management practices (BMPs) such as buffers, vegetated swales, (instead of curb and gutter), constructed wetlands and wetland bottom detention to improve the quality of runoff, and protect environmentally sensitive areas (wetlands, rivers, streams).
- Groundwater quantity. Reduce impervious areas in groundwater recharge soils in order to maximize infiltration.
- Maintain existing vegetation throughout the development process. BMPs such as eliminating mass grading, protecting existing trees, wooded fence rows and odd areas, vegetated hillsides and wetlands, contribute to the maintenance of existing vegetative resources.
- Permanently stabilize all cropland going to development. BMPs such as permanent or temporary vegetative cover, as well as the use of perennial grasses and legumes provide a filter for erosion, wildlife habitat during development, and stabilize the highly erodible land from the erosive forces of rainfall.
- Permanently stabilize all stormwater and drainage conveyance easements prior to their use.
- Plan for the establishment of native vegetation in all common areas, drainage areas and conservation areas. Utilize native vegetation that improves biological diversity for water quality and wildlife habitat, and prohibits the use of fertilizers, pesticides and mowing.
- Minimize disturbance of sensitive highly erodible soils. This helps to preserve the hydrologic condition of the soil profile and improve permeability and infiltration that promotes groundwater recharge.
- Restore existing vegetation. The restoration of native vegetation improves wildlife habitat, stormwater runoff, and water quality.
- Maintenance. Maintain all land for long term benefits.
- Use buffers. Buffers provide esthetic amenities, and also water quality and natural resource protection.
- Eliminate stormwater detention drainage into agriculture drain tiles.
- Erosion and sediment control plan. Highly erodible soils require a well-planned and implemented erosion control and sedimentation control plan utilizing the above referenced BMPs.

### **(B) General Principles of Soil Erosion and Sediment Control**

- Plan the development to fit the particular topography, soils, drainage patterns, and natural vegetation of the site.
- Preserve and protect areas of natural vegetation on the site.
- Take special precautions to prevent damage which could result from development activity adjacent to watercourses, lakes, and wetlands.
- Minimize the extent and duration of the area exposed at one time.
- Apply temporary erosion control practices as soon as possible to stabilize exposed soils and prevent on-site damage.
- Install sediment basins or traps, filter barriers, diversions, and perimeter control practices prior to site clearing and grading to protect disturbed areas from off-site and on-site runoff, and to prevent sediment damage to areas located down slope of the development site.
- Keep runoff velocities low and provide for retention of runoff on the site.
- Provide measures to prevent sediment from being tracked onto public or private roadways.
- Implement final grading and install permanent vegetation on disturbed areas as soon as possible.
- Implement through inspection, maintenance and follow-up program.

*From: McHenry County Soil & Water Conservation District*

## **Appendix JA:**

### **PERFORMANCE STANDARDS FOR RESTORATION, PLANTING, MAINTENANCE AND MONITORING OF NATURAL OPEN SPACE AND NATURALIZED STORMWATER MANAGEMENT FACILITIES**

The requirements listed below apply to PUDs, subdivisions, and conservation design developments involving the creation of natural and naturalized open space areas. Their purpose is to ensure that the overall design intent for these areas, including existing open spaces, prairies, wet-detention basins, drainage swales, and buffers, is achieved and maintained, particularly during the initial plant establishment phase. Such areas are intended to provide an aesthetic, healthy, diverse community of native vegetation to meet the objectives of soil stabilization, stormwater treatment, and wildlife habitat. This is accomplished by complying with the following requirements:

1. The development and implementation of a landscape/planting/monitoring and maintenance plan.
2. Routine monitoring of planting success.
3. Follow-up repair, re-seeding, and/or replanting to meet performance criteria.
4. Preparation of three annual reports summarizing monitoring data, documenting maintenance and remedial activities in comparison to stated performance criteria.
5. Preparation of a long term monitoring and management to maintain the areas in perpetuity.
6. Evaluation of performance standards at the end of the three-year monitoring and management period, and required long term monitoring and management provisions.

Monitoring is required annually for a minimum of three full growing seasons following planting. Under circumstances where the minimum performance standards cannot be achieved, alternative performance standards must be presented to the City for approval.

The establishment of native prairie and wetland vegetation within any PUD, subdivision, or conservation development shall be carefully planned and executed to ensure long term success. Native planting efforts should be considered on an equal footing with other major infrastructure improvements of a development, such as roads, public utilities, and building standards. Without performance standards, open space restoration and native plant establishment is likely to fail in many circumstances, leaving future home owner associations or the City with major management problems that they may not have the expertise or resources to address. Therefore, it is important to provide reasonable performance standards to regulate the planning, establishment, and monitoring success of native plantings within developments.

#### **1. Landscape/Planting Plan**

A site specific landscape/planting plan shall be submitted to the City with required site or final engineering plans. The plan shall be prepared by a qualified professional in the field of natural resources and who is acceptable to the City. At a minimum the plan shall include:

- A map drawn to scale and depicting all proposed planting areas. Proposed management units should rely heavily on soil types, topography and hydrology. Management unit mapping will also show the overall layout of the development to demonstrate that naturalized areas are adequately set-back from homes and other infrastructure so that the potential for fire hazard during controlled or accidental burns

is reduced. If applicable, fire breaks, including those in the form of mowed paths, should also be identified.

- A list all plants, seeds, and/or plugs to be used within each management unit. All plantings will consist of species native to McHenry County, of a local genotype, and appropriate for the proposed habitat. The number of plants and plugs to be used and the amount/weight of seed per species shall also be included, along with seeding rates per acre for each species.
- A three-year management schedule which includes proposed timing and description of the following: site preparation, application of herbicides, seeding activity, mowing, controlled burns, and similar activities. Areas restored to native communities should be protected by silt fencing or construction fencing to prevent unnecessary disruption or destruction due to nearby construction activity.

## 2. Plant Monitoring

The following tasks shall be performed within each management unit identified in the landscape/planting plan during the first 3 years:

- Plant inventory of all naturally landscaped areas. This inventory shall determine overall vegetative cover, the total number of species, and the prevalence of undesirable/invasive species, consistent with specified performance criteria. This inventory is used to determine where follow-up seeding or planting is needed and to identify, locate, and remove undesirable “weedy” species on a timely basis. Permanent transect vegetation sampling techniques should be used within each management unit to adequately document and monitor plant community establishment over the initial 3 year period. The presence of any plant species observed outside of a transect and not documented by sampling along such transect shall also be noted. Sampling techniques and summaries shall be compiled consistent with methods described in Plants of the Chicago Region by Floyd Swink and Gerould Wilhelm.
- Establishment of permanent photographic monitoring locations: Photographs will be taken to document the establishment of vegetative cover, erosion problems, and other relevant maintenance concerns within each management unit identified in the landscape/planting plan. Photographs must be of satisfactory quality and resolution to accomplish the intent of the performance standards and shall be taken from the same locations during each monitoring event. A detailed description of the camera/photo location based on distance from a permanent structure, the orientation of the photo, and the vegetation zone being photographed shall be provided. Additional photos should be taken of problem areas and remedial activities.

## 3. Performance Criteria

In order to ensure adequate diversity of plants, to respond to varying environmental and hydrologic conditions, to ensure the establishment of native landscapes that are functional, aesthetic, and cost-effective, and to provide reasonable variety to meet aesthetic expectations, a minimum of 10 species of native plants are required within any naturalized stormwater facility, such as wetland detention basins or swales. A minimum of 40 native species will be established in any upland prairie re-creations.

The success of natural landscaping can be affected by the appropriateness of the plant species selected, the effectiveness of the grading and installation of stormwater management basins and swales, the quality of the plant material used, and attention to early maintenance. With upland prairie re-creations, it is appropriate to leave soils undisturbed since mass grading will result in compacted soils and may lead to serious weed problems. Land currently under agricultural row crop production should remain

undisturbed if possible until prairie seeding can be accomplished. This will contribute to the success of the native landscape by preventing the establishment of weeds and minimizing the corruption of the seed bank. The success of the project will be formally evaluated by the following vegetation performance standards monitored over time.

- By the end of the first full growing season, upland planted areas should have 90 percent vegetation cover and no upland area greater than 1.0 meter square shall be devoid of vegetation. A cover crop of annual rye or oats may be used to help achieve this goal. If an area is designed as an aquatic or emergent system, it is anticipated that portions of the submerged area will be periodically exposed and without vegetation cover due to fluctuating water levels. If, by the end of the first full growing season, the basin emergent zones and/or side slopes fail to support the establishment of sufficient vegetation, then corrective measures regarding the fundamental design of the area and/or planting plan shall be required. At least 75 percent of the plugs, root stock, and tubers, and 90 percent of the seeded species should be present and alive.
- During the second growing season at least 60 percent of the permanent species planted in seed form should be evident. Ninety percent or more of species planted as plugs, root stock, and tubers, shall also have persisted into the second season. If this fails to occur, a determination must be made as to why and remedial action shall be necessary. Remediation may include overseeding and/or plugging of appropriate species. Finally, undesirable, invasive plant species shall not be prevalent in any of the management units. Specifically, none of the following shall be among the five most dominant plant species in the overall vegetative cover.

- Reed canary grass (*Phalaris arundinacea*)
- Common reed (*Phragmites australis*)
- Purple loosestrife (*Lythrum salicaria*)
- Non-native thistle (*Cirsium spp.*, *Carduus spp.*)
- Sweet clover (*Melilotus spp.*)
- Crown vetch (*Coronilla varia*)
- Wild parsnip (*Pastinaca sativa*)
- Garlic mustard (*Alliaria petiolata*)
- Teasel (*Dipsacus spp.*)
- Ragweed (*Ambrosia spp.*)
- Kentucky bluegrass (*Poa pratensis*)
- Buckthorn (*Rhamnus spp.*)
- Sandbar willow (*Salix interior*)
- Honeysuckle (*Lonicera spp.*)
- Multiflora rose (*Rosa multiflora*)
- Box elder (*Acer negundo*)

- At the end of the third full growing season, at least 75 percent of the seeded permanent species and 90 percent or more of species planted as plugs, root stock, and tubers are expected to be established. Alternatively, native perennial species that volunteer on the site, excluding undesirable invasive species, may also be counted in determining the preceding criteria. Qualitative vegetative sampling within each management area shall achieve the following to be determined a success and a mean Coefficient of Conservatism shall meet or exceed 3 and the Floristic Quality Index shall meet or exceed 20 (Swink and Wilhelm).

The five most dominant species of the overall vegetative cover within each management unit shall not include any of the undesirable species listed above under the 2<sup>nd</sup> season performance



standards. If the identified level of species development fails to occur, a determination must be made as to why, and a remedial action plan must be prepared and submitted to the City for approval. The approved remedial plan must be implemented and continued monitoring will be required beyond the third growing season until these performance criteria are met. Where the minimum performance standards cannot be achieved, a written explanation and alternative performance standards must be approved by the City.

4. Annual Reporting

An annual monitoring report shall be submitted to the City and shall include the following:

- A summary of vegetation data collected within each management unit, including an assessment of compliance with performance criteria.
- A description of vegetation maintenance activities, including overseeding, replanting, and control of undesirable “weedy” species, and an assessment of their effectiveness in meeting performance criteria.
- Photographs and accompanying descriptions taken at permanent monitoring stations.
- A summary of planned maintenance activities for the coming year.

5. Long Term Monitoring and Management Plan

- Continued maintenance shall be provided to maintain a diverse native plant community, consistent with performance criteria, to minimize the proliferation of weeds and undesired woody vegetation, and to prevent erosion. Long term maintenance should consist of control burn management every one to three years, as required by site conditions. To maintain the established native plant communities, minimal spot control and application of herbicides may be necessary.
- Long term maintenance shall include the removal of trash or debris and the removal of obstructions from basin outlet structures. Periodic removal of accumulated sediment from swales, forebays, and settling basins shall be done to maintain the function and aesthetics of stormwater facilities. At a minimum, sediment shall be removed from forebays and sediment basins when 1 or more feet of sediment has accumulated.

6. Sign Off and Acceptance

Final approval and release of improvement guarantees shall not occur until a final inspection by the City verifies that performance criteria have been met. When the performance standards have been met, the City shall allow the areas to be placed under the control of an approved conservation organization or homeowners association to implement the long term management of the natural areas. In the event that conditions of performance criteria cannot be met, an alternative plan shall be prepared or a fee-in-lieu of payment, to be determined by the City, may be used to meet performance criteria standards.

<b>Appendix K:</b> <b>SAMPLE REZONING/SPECIAL USE PERMIT PETITION</b>
--

**IN THE MATTER OF THE APPLICATION OF \_\_\_\_\_ }  
FOR AMENDMENT OF THE UNIFIED } SS  
DEVELOPMENT ORDINANCE OF THE CITY }  
OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS }**

Your Petitioners, \_\_\_\_\_, respectfully represent to the Plan Commission, as follows:

(1) That \_\_\_\_\_, is the owner of record of the real estate which is the subject of this petition and which is more fully described as follows:

*(Full legal description including permanent parcel number)*

(2) That your Petitioner(s) \_\_\_\_\_ as Trustee under the provisions of a Trust Agreement dated and known as Trust No. \_\_\_\_\_, is/are the contract purchasers of the aforesaid described real estate.

(3) That the aforesaid property which is the subject of the Petition consists of approximately \_\_\_\_\_ acres, more or less, and said property is located at approximately in the City of Woodstock, McHenry County, Illinois.

(4) The subject property is presently classified \_\_\_\_\_.

(5) The properties abutting the subject property are presently classified \_\_\_\_\_.

(6) That the Petitioners request that the classification of the subject property be changed to \_\_\_\_\_ or that a special use permit for the following activity be approved:

(7) The subject property is located and well suited for utilization as to the permitted uses in the \_\_\_\_\_ District classification or proposed special use in

(8) That a list of taxpayers abutting, adjoining and within two-hundred-fifty (250) feet of the property owned by the Petitioner as shown on the rolls of the County Assessors, is attached to this Petition and made part hereof and marked as Exhibit Number 1.

(9) That in compliance with the requirements of Section 72, Chapter 148 of the Illinois Revised Statutes, attached as Exhibit Number 2 is the Affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the subject property.

WHEREFORE, your Petitioners request that the Chairman of the Plan Commission of the City of Woodstock set a date, time and place for a hearing on the contents of this Petition and that as a result of the taking of testimony and viewing of exhibits presented thereat, the Plan Commission will recommend to the City of Woodstock, Illinois, the change in classification of the subject project property to \_\_\_\_\_ or the approval of the proposed special use permit under the City of Woodstock Unified Development Ordinance.

(Petitioner): \_\_\_\_\_ ATTEST: \_\_\_\_\_

STATE OF ILLINOIS, COUNTY OF MCHENRY ) SS

I, \_\_\_\_\_ a notary in and for said county in the State of Illinois, do hereby certify that \_\_\_\_\_ who is/are personally known to me to be the same person/persons whose name/names is/are subscribed to the aforesaid instrument, appeared this day in person and acknowledged that he/they signed this document as their free and voluntary act and deed for the uses and purposes hereon set forth. Given under my hand and notarial seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public: \_\_\_\_\_ (SEAL)

Note: Additional submittal material which may provide a better depiction of the petitioner's request may accompany this petition.

**Appendix L:**  
**SAMPLE ANNEXATION PETITION**

STATE OF ILLINOIS                     )  
COUNTY OF McHENRY               ) SS  
CITY OF WOODSTOCK                 )

BEFORE THE CITY COUNCIL OF  
THE CITY OF WOODSTOCK, ILLINOIS

IN THE MATTER OF THE APPLICATION OF \_\_\_\_\_ (Petitioner's Name) FOR  
ANNEXATION TO THE CITY OF WOODSTOCK, MCHENRY COUNTY, ILLINOIS

PETITION FOR ANNEXATION

Your Petitioner, \_\_\_\_\_ by their agents and attorneys,  
\_\_\_\_\_, requests annexation to the City of Woodstock, and respectfully represents  
as follows:

1. That \_\_\_\_\_ is the record owner/contract purchaser of property generally  
described as \_\_\_\_\_ and legally described as follows:

*(Full legal description including permanent parcel number)*

2. That the Subject Property consists of approximately \_\_\_\_\_ acres, more or less, is presently  
vacant and is located \_\_\_\_\_ in \_\_\_\_\_ Township, McHenry  
County, Illinois.

3. That the Subject Property is located in the County of McHenry and State of Illinois, and is not  
within the corporate limits of any municipality and is contiguous as a whole to the corporate limits of the  
City of Woodstock. An accurate plat of survey is attached hereto and made a part hereof as "Exhibit A."

4. That Petitioner requests that the Subject Property be annexed into the City of Woodstock.

5. That Petitioner represents that there no electors residing on said property.

6. That Petitioner requests that upon annexation of said property into City of Woodstock, it be zoned in  
accordance with the zoning and variations requested, and also that the area annexed extend to the far side of  
all adjoining roads and highways, as required by law.

7. *(Optional)* That Petitioners request and recommend that the Annexation Agreement attached hereto  
as "Exhibit B" and made a part hereof, be approved substantially in the form submitted; that this petition is  
expressly contingent upon the approval and execution of said Annexation Agreement, concurrent with the  
annexation requested herein.

WHEREFORE, your Petitioner, \_\_\_\_\_, respectfully requests as follows:

1. That the above described property be annexed to the CITY OF WOODSTOCK, ILLINOIS, by Ordinance of the Mayor and City Council of said City, pursuant to \_\_\_\_\_Section 7-1-8 of Chapter 24 of the Illinois Municipal Code, as amended, of the State of Illinois;
2. That the Annexation Agreement submitted concurrent herewith be approved; and
3. That this Petition is expressly contingent upon approval of the zoning requests which are submitted simultaneously with this Petition, and approval of said annexation agreement.
4. That such other action be taken as is appropriate in the premises.

(Petitioner): \_\_\_\_\_

ATTEST: \_\_\_\_\_

STATE OF ILLINOIS     )  
COUNTY OF McHENRY ) SS  
CITY OF WOODSTOCK    )

----- being duly sworn upon his oath deposes and says that he has read the foregoing Petition by him subscribed; that he has personal knowledge of the contents thereof and that the contents thereof are true in substance and in fact.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public

STATE OF ILLINOIS     )  
COUNTY OF McHENRY )  
CITY OF WOODSTOCK    )

\_\_\_\_\_, as sole partners of \_\_\_\_\_ being first duly sworn upon their respective oaths depose and say that they have read the foregoing Petition by them subscribed; that they have personal knowledge of the contents thereof and that the contents thereof are true in substance and in fact.

\_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public

Attachment: EXHIBIT "A": PLAT/MAP OF THE SUBJECT PROPERTY

**Appendix M:**  
**SAMPLE VARIATION APPLICATION**

**ZONING VARIATION APPLICATION  
COVER PAGE**

ADDRESS OF PROPERTY \_\_\_\_\_

PROJECT REQUEST \_\_\_\_\_

DATE FILED \_\_\_\_\_

**CONTACT PERSON FOR THIS APPLICATION**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Daytime Phone \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

## **APPLICATION AND PROCEDURES FOR ZONING VARIATIONS**

The following information summarizes the zoning variation process and includes an application form and sample format for legal notices. The Zoning Variation process is coordinated by the Community Development Department, however it is the responsibility of the applicant to publish, mail and post all required notices. The Woodstock Zoning Board of Appeals conducts a public hearing on all zoning variation petitions and makes recommendations to the City Council. The City Council makes the final decision to approve or deny any proposed variation.

### **A. FILING PROCEDURE**

1. File the petition. The completed application/petition for variation should be filed with Community Development Department, accompanied by the required filing fee. The petition should include one copy of a plat of survey and 10 copies of any exhibits to be distributed to the Zoning Board of Appeals. Any items over 8 ½ inches x 11 inches should be folded.
2. Publish a legal notice in a local newspaper, either the Woodstock Independent or the Northwest Herald, after review by the Community Development. The notice must be published at least one time no less than 15 days and no more than 30 days prior to the public hearing. The legal notice should utilize the format of the attached example. **PROOF OF PUBLICATION IS REQUIRED.** The newspaper will provide a certificate of publication which should then be filed with the Community Development Department.
3. Notify all adjoining property owners. Adjoining properties are all parcels that touch the parcel which is the subject of the petition, or would touch the subject parcel if there were no streets or alleys. The names and addresses of the most receipt taxpayers of record may be obtained at the McHenry County Assessor's Office. A copy of the same legal notice which was submitted to the newspaper should be used. Some applicants also find it helpful to include an informal letter explaining their request, along with the required legal notice. Adjoining property owners must be notified no less than 15 days and no more than 30 days prior to the public hearing.

**PROOF OF NOTIFICATION IS REQUIRED.** Notification can be made via certified mail, in which case the green signature cards should be filed with the Community Development Department, or by hand delivery. If hand delivered the property owner, not a tenant, must sign the "Certificate of Direct Notification" which is included in the application packet.

4. Post a public hearing sign in a prominent location on the property. The Community Development Department will provide the sign. The sign must be posted on the property, no less than 15 days and no more than 30 days prior to the hearing.

### **B. ZONING BOARD HEARINGS AND CITY COUNCIL ACTION**

Upon submittal of a complete application, the Community Development Department will assign a hearing date. The Zoning Board of Appeals meets the second Monday of each month at 7:00

p.m. in the Woodstock City Council Chambers. Agendas are finalized two weeks prior to the meeting and meeting packets are mailed out to Zoning Board members approximately one week before the meetings. Following the Zoning Board hearing, a recommendation is forwarded to the City Council for its consideration.

The petitioners should be present to explain their request, including the reasons there is a hardship. Zoning Board members and the general public may ask questions. The general public may also offer testimony. At the conclusion of the public hearing, the Zoning Board must complete a findings of fact statement and make a recommendation to the City Council to approve or deny the petition.

The City Council meets on the first and third Tuesday of each month. A petition is typically acted on by the Council on the first Tuesday of the month following the Zoning Board hearing.

### C. FINDINGS OF FACT

Petitioners for variations shall be based upon particular hardships or difficulties. The Zoning Board of Appeals may determine and recommend to the City Council a variation of the zoning regulations when it finds:

1. The particular surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations was carried out;
2. The conditions upon which the petition for a variation are based are unique to the property for which the variation is sought and are not applicable, generally to the other property with the same zoning classification; and
3. The proposed of the variation is not based exclusively upon a desire to increase the monetary gain realized from the property or to alleviate financial difficulty experienced by the petitioner in the attempt to comply with the provisions of this Ordinance; and
4. The alleged difficulty or hardship is caused by the application of this Ordinance and has not been created by any person presently having an interest in the property; and
5. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located; and
6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets or increase the danger of fire, or endanger the public safety or substantially diminish or impair property values with the adjacent neighborhood; and
7. That the granting of the variation requested will not confer on the applicant any special privilege that is denied by the Ordinance to other lands, structures or buildings of the same district.



### ***SAMPLE PETITION FOR VARIATION***

To the Zoning board of Appeals:

1. Common Address of the Property: \_\_\_\_\_
2. Statement of Ownership (list legal name, address of the property owners and state how long they have owned the property.)
3. Applicant (list name of the applicant if different from the owner and state the interest of the applicant in the property. Also state when his or her interest was acquired.)
4. State the legal description of the property or attach a legible copy.
5. State the specific variation (s) requested including zoning ordinance section numbers. Include the ordinance requirement and the proposed request.
6. State in detail the reasons for the requested variation by answering the following questions. If additional space is needed, attach extra pages to the application.

What features of the property prevent it from being used for the uses permitted by the zoning classification? Check all that apply and explain why they apply. Give dimensions where appropriate.

<input type="checkbox"/>	Too narrow	<input type="checkbox"/>	Elevation
<input type="checkbox"/>	Too small	<input type="checkbox"/>	Slope
<input type="checkbox"/>	To shallow	<input type="checkbox"/>	Shape
<input type="checkbox"/>	Soil conditions	<input type="checkbox"/>	Subsurface conditions

How do the above conditions prevent reasonable use of the property under the term of the Woodstock Unified Development Ordinance?

Was the hardship created by anyone who had an interest (ownership) in the property after the Zoning Ordinance was enacted ; is the hardship self-imposed?

Are the conditions for which you request a variance unique to your property?

Are the conditions of the property the result of other man-made conditions (such as the relocation of a road)?

Is the requested variation the minimum variation that will make possible the reasonable use of the land, buildings, or structure.

### CERTIFICATION

I/We certify that all of the information submitted as part of this application is true and correct to the best of my/our knowledge and belief:

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Print name of property owner

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Print name of property owner

\_\_\_\_\_  
Signature of applicant  
If different than property owner

\_\_\_\_\_  
Print name of applicant

\_\_\_\_\_  
Signature of applicant  
If different than property owner

\_\_\_\_\_  
Print name of applicant

### BENEFICIAL INTEREST DISCLOSURE (FOR PROPERTY HELD IN TRUST)

*This disclosure is made in compliance with the requirements of Act 404/2, Chapter 765  
of the Official Illinois Compiled Statutes.*

The undersigned states that he/she is the holder of \_\_\_\_\_percent interest in Trust  
No. \_\_\_\_\_ at the \_\_\_\_\_.

Name of beneficiary\_\_\_\_\_

Address of beneficiary\_\_\_\_\_

Signature of beneficiary\_\_\_\_\_

Date \_\_\_\_\_

Attach this page for additional beneficiaries if applicable

**BENEFICIAL INTEREST DISCLOSURE (FOR PROPERTY HELD IN TRUST)**

*This disclosure is made in compliance with the requirements of Act 404/2, Chapter 765  
of the Official Illinois Compiled Statutes.*

The undersigned states that he/she is the holder of \_\_\_\_\_percent interest in Trust  
No. \_\_\_\_\_ at the \_\_\_\_\_.

Name of beneficiary\_\_\_\_\_

Address of beneficiary\_\_\_\_\_

Signature of beneficiary\_\_\_\_\_

Date \_\_\_\_\_

**BENEFICIAL INTEREST DISCLOSURE (FOR PROPERTY HELD IN TRUST)**

*This disclosure is made in compliance with the requirements of Act 404/2, Chapter 765  
of the Official Illinois Compiled Statutes.*

The undersigned states that he/she is the holder of \_\_\_\_\_percent interest in Trust  
No. \_\_\_\_\_ at the \_\_\_\_\_.

Name of beneficiary\_\_\_\_\_

Address of beneficiary\_\_\_\_\_

Signature of beneficiary\_\_\_\_\_

Date \_\_\_\_\_

### ***CHECKLIST FOR ZONING VARIATIONS***

\_\_\_\_\_ File petition consisting of:

- Zoning variation application including contact information and signature page
- Filing fee
- Plat of survey
- 10 copies of any exhibits (folded if larger than 8½ inches by 11 inches) or additional copies if required

\_\_\_\_\_ Publish legal notice

\_\_\_\_\_ Notify adjoining property owners

\_\_\_\_\_ Post public hearing sign (\$50 sign deposit)

\_\_\_\_\_ File copies of:

- Certificate of publication
- Certificate of notification
- Copies of green certified mail signature cards

<p><b>Appendix N:</b> <b>PRELIMINARY PLAT SUBMITTAL CONTENT (Refer to Chapter 6B of this Ordinance for specific details and most current requirements)</b></p>
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**Preliminary Plat**

The preliminary plat is reviewed by the Plan Commission and approved by the City Council and shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the Community Development Director. Such sheets shall also be submitted in electronic or digital form. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. A preliminary plat shall contain the following information:

- The name of the subdivision and the name of the developer, along with a statement of the present ownership of all land within the project. The name of the subdivision shall not duplicate any other in McHenry County except when it is an addition to an existing subdivision.
- Legal description of property and boundary survey prepared by a surveyor. The legal description shall include relevant section and quarter-section lines, township, range, meridian, and property lines, including their bearings and distances. The boundary survey shall include angles, bearings, azimuths, dimensions, and curve data for all existing property and right-of-way lines, as well as the location of all existing recorded easements on the property.
- A location map showing the site in relation to the City of Woodstock.
- The location of the following proposed platted improvements shall be depicted:
  - The layout, design, dimensions and building setback lines of all proposed lots. The design of proposed lots which results in the formation of irregularly shaped lot lines is prohibited unless such lines follow natural features such as streams, wetlands, or similar natural features. All lots shall be consecutively numbered and outlots shall be designated by letter.
  - The layout, design, and dimensions of all proposed public and private street rights-of-way. Right-of-way widths, pavement widths, and cul-de-sac radii shall be labeled and proposed street names shall appear on the plat. Street names shall not duplicate any other in the City of Woodstock, in the underlying township, or within the 60098 zip code area except when the street is an extension of an existing street.
  - All proposed open space areas shall be identified by type (such as natural resource protection area, wetland buffer, private recreation, storm water management, etc.) and ownership (easement, homeowners association, lot owner, etc.).

- All lands to be dedicated for schools, park and recreation areas, or other purposes shall be depicted as “outlots” or shall be designated with and subject to an appropriate easement.
- Proposed development phases if known.

### **Existing Conditions Map and Natural Resources Map/Report**

A. The Existing Conditions Map shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the Community Development Director. It may be accompanied by textual or narrative materials. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The Existing Conditions Plan shall contain the following information pertaining to the site unless it does not exist or is not applicable:

- Existing lots, parcels, road rights-of-way and easements, including street names, on the subject site and on all adjoining lands.
- Location of all existing constructed features, such as houses, barns, and other built features.
- Existing zoning on the site and on adjoining lands, and names and locations of adjoining subdivisions. If a zoning change is being requested, proposed zoning must be indicated.
- Topographic elevations with one foot contours, including ridge lines, referenced to United States Geological Survey (USGS) datum benchmarks (USGS mean sea level), with spot elevations along all drainage channels or swales. If deemed necessary by the City Engineer, said contour lines shall extend beyond the development boundaries a distance of one-hundred feet onto adjoining land.

B. Natural Resources Map/Report shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the Community Development Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. The resource inventory plan shall contain the following information:

- Location and delineation of wetlands, streams, creeks, surface hydrological features, and natural drainage swales, as well as the 100-year floodplain, shall be identified and depicted. If the wetlands extend beyond the subdivision boundary, a separate document or map shall be provided that shows the general extent of the entire wetland. A narrative statement shall be provided regarding preservation, elimination or mitigation of wetlands.
- Topographic elevations with one foot contours, including ridge lines and watershed boundaries, referenced to USGS datum benchmarks. Slopes between 15 and 25 percent, and those exceeding 25 percent shall be clearly indicated.

- Location and depiction of significant vegetation, meadows, cultivated land, pastures, permanent grass land, wooded areas, and areas of natural plant coverage. A survey of trees by name and type which have a circumference measured five feet above grade of eighteen inches or greater shall be provided. Trees to be removed in order to accommodate the subdivision shall be identified. Where trees are part of a group or cluster that will be preserved, identification of individual trees is not required.
- Analysis of soil types and conditions on the subdivision site shall be provided. Such an analysis shall be based on soil borings taken from the site and a minimum of one soil boring per developable acre at a minimum depth of eight feet. Areas not intended for development activity, characterized by natural features, or not used for building or construction activity, may be excluded from this requirement and the number of borings required may be adjusted by the City Engineer. The City Engineer may require additional soil boring information as part of the final engineering plan submittal. Soil and subsurface conditions, as well as unique geological features, shall be identified and must include the seasonal high water table and the designation of those soils with severe limitations for building and urban development.
- View analysis showing the appearance of the development activity from public streets and public lands, site lines at the intersections of existing and proposed public roads, and site lines from any other public properties adjacent to the site.
- Existing features including but not limited to streets, driveways, farm roads, buildings, foundations, walls, drain tiles, drainage routes, and trails.

### **Preliminary Engineering Plan**

The Preliminary Engineering Plan shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the Community Development Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The preliminary engineering plan shall contain the following information:

- Streets and roadways, including the centerline of proposed roadways with centerline stationing at 100-foot intervals, horizontal curve data, all intersection radii and center line slopes indicating direction of flow and percent slope. Typical right-of-way cross sections and total linear feet of proposed roads and the length of all proposed cul-de-sacs, if any, shall be provided.
- The name, classification, existing and ultimate right-of-way width of each publicly dedicated road right-of-way adjoining the subject property.
- Sanitary sewer improvements, including a preliminary description of the proposed sanitary sewer system, which may include the following unless deemed not applicable by the City Engineer: the location and size of all proposed sewer lines, flow direction, points of connection to the existing system, a description of necessary easements, a determination if a

lift station will be needed or if existing lift stations will need to be upgraded, invert elevations at points of connection and lowest on-site invert elevation, and a discussion of major anticipated system improvements (such as lift stations and emergency generators) and their proposed locations.

- Water system improvements, including a preliminary description of the proposed water system, which may include the following unless deemed not applicable by the City Engineer: the location and size of all proposed water mains, flow direction, points of connection to the existing systems, a description of necessary easements, a discussion of current and future looping requirements, and a discussion of major anticipated system improvements (such as water storage facilities or booster stations) and their proposed locations.
- Storm water management improvements, including a preliminary description of the proposed storm water management system and improvements, preliminary drainage strategies for roads, depiction of flood-prone areas and drainage ways, and locations of detention areas, swales, channels, culverts, compensatory water storage areas, and other similar components, unless deemed not applicable by the City Engineer. Preliminary measures for erosion and sedimentation control shall be provided.
- Preliminary landscape plan and natural resources protection plan, including the locations and types of proposed plant species, natural resource amenities on the site that will be maintained and protected, and how said amenities will be protected from land disturbing activities. These plans may be provided as a single document or on multiple pages
- Anticipated grading activity, including existing and proposed grades, as well as general location of building footprints and impervious surfaces.

### **Planning Report**

The Planning Report shall include the following information prepared on 8.5 inch by 11 inch paper and compiled into a single report:

- A location map depicting the subject site in relation to the City of Woodstock and major roads, along with the common address of the property and its parcel identification numbers (PIN).
- Names and addresses of the owners of record of the subject property. When the subject property is owned in trust, the names and addresses of the beneficiaries of said trust shall be identified. A copy of the most current deed conveying ownership of the property to the listed owners shall be filed with the City.
- Names, addresses, and telephone numbers of individuals and firms involved in the design and development of the subdivision, including but not limited to the developer, engineer, and surveyor.



- A summary of proposed covenants and/or restrictions which pertain to the maintenance of open space an common areas.
- A Natural Resources Inventory (NRI) report prepared by the McHenry County Soil and Water Conservation Service. The McHenry County Soil and Water Conservation Service may indicate that a proposed development does not impact the natural resource base of the City and, therefore, that an NRI report is not necessary. The Illinois Statutes [70ILCS 405/22-02a] establishes requirements for when a Natural Resources Inventory (NRI) report is required. The responsibility for applying for, receiving, and submitting such a report to the City is with the developer. An NRI shall be filed with the City at the time the preliminary plat is submitted. The developer is responsible for demonstrating how natural resource issues raised in the NRI have been or will be addressed.
- Applicable Illinois Department of Natural Resources (IDNR) reports. The Illinois Department of Natural Resources' (IDNR) consultation process, as set forth in the Illinois Compiled Statutes [520 ILCS 10/11], shall be initiated before Preliminary Plat submittal and completed before Final Engineering Plan approval. The developer is responsible for submitting all necessary documents and for following through with the consultation process. Based on the consultation process, additional area may need to be set aside or additional measures taken to protect natural resource areas.
- Platted improvement information including:
  - The zoning of the subject property and, if a zoning changed is contemplated, the proposed zoning, as well as the zoning status and land use of abutting properties.
  - The type of subdivision (residential, commercial, industrial, planned development, traditional neighborhood design, etc.).
  - The minimum lot standards required by the existing or proposed zoning, along with a sketch of a typical lot or lots for each use.
  - A table identifying the following lot and area characteristics: average lot area, minimum lot area and maximum lot area, area in street right-of-way, number of dwelling units for a residential subdivision, and proposed uses for a non-residential subdivision or for a mixed use development.
  - Description of proposed school and park sites, if any. It should be noted if a cash contribution in lieu of land dedication is proposed.
  - Draft language, in the form of covenants or deed restrictions, which addresses how common areas, including but not limited to storm water management facilities and private open space, will be owned and maintained.
  - Proposed landscaping amenities.

**Appendix O:****FINAL PLAT SUBMITTAL CONTENT (Refer to Chapter 6C of this Ordinance for specific details and most current requirements)****Final Plat**

The final plat is reviewed by the Plan Commission and approved by the City Council and shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the Community Development Director. A graphic scale of 1 inch equals 100 feet or less and a north arrow shall be provided, and linear dimensions shall be given in feet and decimals of a foot. Area dimensions shall be given in acres or square feet. The final plat shall contain the following information:

- The title of the plat; the name of the subdivision; the name of the owner and of the surveyor; the date of the original design along with the date(s) of all subsequent revisions, if any.
- The location and position of the property comprising the subdivision indicated by quarter-section, section, township, range, meridian, county, and state, and by legal description of the proposed subdivision by (1) distance, bearings from true north, or angles with reference to a corner or corners established in the U.S. Public Land Survey, or (2) by a land division description as shown on the recorded deed or derived there from.
- A boundary survey of the property comprising the subdivision and showing angles, bearings, azimuths, dimensions and curve data of all existing property and right-of-way lines; the location of all existing recorded easements on the property, if any; a description and location of all survey monuments sufficient to reproduce any line or re-establish any monument in the subdivision or enough information shall be provided so that the required data may be derived by simple calculation.
- Proposed platted improvements, including the following:
  - The layout, design and dimensions of all proposed lots, with lots numbered consecutively and gross lot area provided.
  - The layout and design of all proposed public and private road right-of-way, right-of-way widths and cul-de-sac radii, and proposed street names.
  - The size and type of proposed utility, drainage, storm water management, wetland preservation, access, and other easements.
  - Open space areas identified by type (such as natural resource protection, private park, etc.) and designated as an outlot.
  - All lands to be dedicated for schools, parks, or other public purposes.
  - A statement indicating the number of lots and outlots, the total area of the subdivision, and the area dedicated as public street right-of-way, and the area designated for open space purposes.

- Certificates and Signature Blocks
  - Owner's certificate and signature block.
  - Surveyor's certificate and signature block. This shall include statements by an Illinois registered surveyor that required monuments have been set, that the site is within the City of Woodstock, and whether any part of the site is in a floodplain as identified by the Federal Emergency Management Agency (FEMA) and as referenced on specific FEMA Flood Insurance Rate Map panels.
  - County Clerk's certificate and signature block.
  - County Recorder's certificate and signature block.
  - Plan Commission certificate and signature block.
  - City Council certificate and signature block.
  - Drainage certificate and signature block, signed by owner and engineer.
  - A "This plat submitted for recording by..." certificate containing the name and address of the individual submitting the final plat to the County Recorder for recording purposes.
  - School District certificate.
  - A statement stating any restrictions on the site pertaining to the use of herbicides, pesticides, fertilizers, or similar chemical agents that are typically applied to developed property.
  - If the property abuts on a State highway or State maintained road, or a County highway or County maintained road, a certificate or approval and/or and signature block for the applicable unit of government may be required prior to recording of the final plat.
  - Maintenance certificate granting the City the authority to enter storm water management facility areas, open space areas, and similar areas of the subdivision in order to repair and/or maintain common features
    - a. Reference notes indicating the name and document number assigned by the County Recorder for any agreements, covenants, and/or restrictions, if any, affecting the proposed subdivision shall be provided.
    - b. Easement Language. When the subdivision contains easements for public utilities, language granting use of such easements to all applicable utility companies shall be provided.

### **Covenants and Restrictions**

Covenants and deed restrictions may be required for all subdivisions which contain storm water management facilities and other open space areas commonly maintained by a property owner's association and shall be reviewed and approved by the City Attorney. The Declaration of Covenants and Restrictions shall be prepared on 8.5 inch by 11 inch paper and shall include the following minimum information:

- Reference to the final plat of subdivision.
- Legal description of the property as shown on the final plat.
- A statement that the covenants and restrictions shall run with the land.
- Language providing for the formation of a property owner's association.

- Language assigning ownership of storm water management facilities and other open space areas.
- Language stating any use restrictions and maintenance responsibilities, and providing for the enforcement of the covenants and restrictions.
- Provisions for the assessment and collection of funds necessary for the repair and maintenance of all storm water management facilities, landscaping amenities, and open space areas within the subdivision.
- Provisions for the transfer of ownership of the storm water management facilities, open spaces, and other common areas from the Declarant to the Association.

**Appendix P:**  
**FINAL ENGINEERING AND SITE IMPROVEMENT PLAN**  
**CONTENT REQUIREMENTS (Refer to Chapter 6C of this Ordinance for specific details and most current requirements)**

**A. Final Engineering Plan and Report Content**

Final engineering plans and reports are to be reviewed and approved by the City Engineer, and shall be prepared on sheets measuring no more than 24 inches by 36 inches, unless the size of the subdivision necessitates larger sheets or a change in scale as determined by the City Engineer. Additional sheets may be provided to portray information unique to the proposed subdivision. The final engineering plan submittals shall contain the following information:

- Cover page labeled “Cover Page” and including a location map depicting the subject property in relation to the City of Woodstock and to major roads; an index of the following sheets and a legend of all symbols and abbreviations used in the plans.
- Overall plan (if necessary) labeled “Overall Site Plan” and including a depiction of the layout of all lots and road rights-of-way, lots and lot numbers, road names, water mains, sanitary sewers and storm sewers drawn to a scale that is easily read.
- Existing conditions plan and description labeled “Existing Conditions” and depicting existing conditions on the site, and including those required on the Existing Conditions Map required as part of the preliminary plat submittal.
- Grading and drainage detail sheet labeled “Grading and Drainage Plan” and including the following information:
  - Existing conditions as set forth on the Existing Conditions Plan.
  - Platted improvements, including the location of proposed lots, road rights-of-way and easements, including lot numbers and street names.
  - Engineered improvements, including the location of proposed structures, roads, sidewalks within the road right-of-way and other impervious surfaces.
  - Phase limits if the subdivision will be platted or constructed in phases.
  - Grading and drainage improvements and information, including the following:
    - a. Topographic survey with contours at not greater than a 1 foot interval. Proposed spot elevations shall be provided at all breaks in grade and where necessary to indicate grade changes in areas of low relief.
    - b. Off-site drainage areas, points of discharge and entry, velocity of flow and flow quantities.
    - c. Indications of flow in all existing and proposed swales and drainage ways, including the slope of channel and existing and proposed cross-sections and profiles.

- d. The location of all existing streams and floodplains to be maintained, and proposed channels to be constructed, including specifications and dimensions of proposed channel modifications, locations and orientation of cross-sections and profiles.
  - e. The location of all existing detention basins to be maintained, enlarged or otherwise altered, and proposed basins and their design showing the length, width and dimension; berm elevations; normal and high water elevations, bottom slope elevation, control structure details, and 1 foot contours.
  - f. The location, type, length, size and slope of proposed storm sewers and culverts, if any, together with all related structures, including rim and invert elevations.
  - g. Proposed culverts and bridges, their materials, elevations and waterway openings.
  - h. Cross-sections of all existing and proposed channels or other open drainage facilities showing the elevation of the existing land and the proposed changes thereto, together with the calculated high water elevations expected from stormwater overland flow, and the relationship of structures, roads and other utilities.
  - i. Drainage calculations and, if required by the City Engineer, water system modeling data and information.
  - j. The limits of grading and other construction activity.
  - k. Pavement elevations at each 100-foot center line station point, at street intersections and at the center of cul-de-sacs, and indications of direction of stormwater flow.
- Field tile information sheet labeled “Field Tile Survey/Report” and indicating existing field drainage tiles located by means of trenching and other appropriate methods. The requirement for submitting this report may be waived by the City Engineer. This report shall include the following:
    - A topographic map depicting the location of each silt trench and identified to correspond with the tile investigation report and field staked at no less than 50 foot intervals.
    - Location of each drain tile with a flow direction arrow, tile size and any connection to adjoining properties.
    - A summary of the tile investigation report showing trench identification number, tile size, material and quality, percentage of tile filled with water, percentage of restrictions caused by silting, depth of ground water, and soil texture at grade.
    - Name, address and telephone number of person or firm conducting tile location investigation.
  - Natural resource, soil erosion and sediment control information on a sheet labeled “Natural Resource Protection, Soil Erosion and Sediment Control Plan” and prepared as an overlay of the “Grading and Drainage Plan” described above. The “Natural Resource Protection, Soil Erosion and Sediment Control Plan” may be a separate sheet if approved by the City Engineer.
    - The natural resource protection portion of the plan shall include the following information:
      - a The location and extent of all natural resource protection areas and the location, type and nature of all temporary and permanent measures and practices to be utilized to

- protect natural resource protection areas from development activities, as required by these regulations.
  - b A table indicating the gross area (*prior to development and land disturbing activities*) of each identified natural resource.
  - c The net area (*post-development area*) of each identified natural resource area, and
  - d The percentage of each natural resource area that is protected.
- The soil erosion and sediment control portion of the plan shall include the following information:
  - a The location and description, including standard details, of all sediment control measures and design specifications of sediment basins and traps, including outlet details. The drainage are tributary to each sediment control measure shall be delineated on the plan.
  - b The location and description of all soil stabilization and erosion control measures, including seeding mixtures and rates, types of sod, method of seedbed preparation, expected seeding dates, type and rate of fertilizer application, kind and quality of mulching for both temporary and permanent vegetative control measures, and types of non-vegetative stabilization measures.
  - c The location and description of all runoff control measures, including diversions, waterways and outlets.
  - d The location and description of methods to prevent tracking of sediment offsite, including construction entrance details, as appropriate, and a description of dust and traffic control measures.
  - e The locations of stockpiles and description of stabilization methods, and descriptions of off-site fill or borrow volumes, locations, and methods of stabilization.
  - f Provisions for maintenance control measures, including type and frequency of maintenance, easements, and estimates of the cost of maintenance.
  - g Identification, including, address, and telephone number, if applicable, of the person or legal entity which will have legal responsibility for maintenance of erosion control structures and measures during development and after development is completed.
  - h A written narrative description of proposed phasing of the construction activity, including stripping and clearing, rough grading and construction, and final grading and landscaping.
- Plans and profiles for infrastructure improvements on a sheet labeled “Infrastructure Improvement Plan.” Plan and profile views shall be shown on the same sheet using the same scale. The plan view shall be located at the top of the sheet with the corresponding profile shown below. The plans and profiles shall be prepared with a horizontal scale between 1 inch equals 50 feet and 1 inch equals 20 feet and with a vertical scale with a 10 to 1 ratio to the horizontal scale. The City Engineer may approve alternate scales. The sheets comprising the Infrastructure Improvements Plan shall contain existing conditions, platted improvements, and phasing limits. The following information shall be provided:
  - a A plan view showing the location of proposed structures, roads, sidewalks within the road right-of-way, utilities, storm sewers, water mains and other impervious surfaces.

- b A profile view showing the gradelines of existing and proposed centerlines; elevations of existing and proposed centerlines at corresponding stations; complete vertical curve data; complete storm sewer and sanitary sewer lines, water mains, culverts and utilities with percent of gradient; and the gradelines of existing and proposed swales lines on both sides of road.
- Road cross-section information on a sheet labeled “Road Cross-sections” and prepared at a horizontal scale of 1 inch equals 10 feet and a vertical scale of 1 inch equals 5 feet, and as indicated below.
  - a Road cross-sections shall be provided at each 100-foot centerline station point, each crossroad culvert, and the center of proposed cul-de-sac and T-turnarounds, if any.
  - b Road cross-sections shall show the existing ground elevation together with all engineered improvements within and under the road right-of-way. The road cross-sections shall show proposed ground elevations meeting existing ground elevation, whether inside or outside the right-of-way.
- Construction details and specification information on a sheet labeled “Construction Details and Specifications” and containing all notes, details and/or specifications that are required by these and other applicable City regulations and ordinances, and that are needed for the construction of the proposed subdivision and are not provided elsewhere in the Final Engineering Improvement Plans.
- An engineering report presented on 8.5 inch by 11 inch paper and bound into a report which includes:
  - a Contact information consisting of the names, addresses, and telephone numbers of all individuals and firms involved in the design and development of the subject subdivision including, but not limited to, the developer, engineer, surveyor and landscape architect.
  - b Platted improvement information consisting of the average lot area and gross lot area, the area of impervious surfaces, minimum and maximum lot areas, net lot area, number of dwelling units, and proposed uses.
  - c Site development information, including a statement which names the party legally responsible for maintenance of natural resource protection measures during construction and through the maintenance period. This information shall also include a narrative statement of the sequencing of grading, soil disturbance, and construction activities, as well as the temporary and permanent natural resource protection measures to be implemented to mitigate any negative effects of grading and other construction activities.
  - d A construction schedule in the form of a linear time scale.



- e An estimate of probable expenditures necessary to construct the proposed subdivision in full compliance with all applicable standards prepared by the engineer in the order listed below. If the subdivision is platted in phases, a separate cost estimate shall be prepared for each phase.
  - i Mass grading and earthwork
  - ii Drainage and stormwater management improvements
  - iii Roadway improvements
  - iv Sanitary sewer and water main improvements
  - v Landscape improvements
  - vi Soil erosion, sediment control, and natural resource protection measures and practices
  - vii Consulting services and inspections
- f Text providing written specifications relating all work to be performed and material to be placed within the right-of-way. The specification text shall be prepared in accordance with the Standard Specifications adopted by the Illinois Department of Transportation.

## **B. Landscape Plan and Content**

This plan shall be labeled “Landscape Plan,” shall comply with applicable landscape standards adopted by the City Council and shall be reviewed and approved by the Community Development Director. It shall include the following information:

- Existing site conditions screened with the items listed below.
- The location of proposed lots, road right-of-way and easements, including lot numbers and street names. If the subdivision will be platted in phases, the limits of each phase shall be indicated.
- The location of proposed structures, roads, sidewalks within road right-of-way and other impervious surfaces.
- The location, size, and type of proposed landscaping, together with the location, number, species and size of landscape plant materials, and a landscape plant schedule.
- The location of proposed parking lot landscape areas, together with the location number, species and size of landscape plant materials, and a parking lot landscape plant schedule.
- The location of existing trees to be protected and their protection measures.
- Reforestation areas, if required, together with the location, number, species and size of landscape materials.
- Information and materials as set forth in Appendix JA, if applicable.

